

Termination Advisory Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that due to your repeated absenteeism, we are issuing this termination advisory. Despite several discussions and warnings regarding your attendance record, there has been no substantial improvement.

Your attendance is crucial to the success of our team and organization. Therefore, effective [Insert Termination Date], your employment with [Company Name] will be terminated.

Please return any company property and settle any pending matters with the HR department. If you have any questions regarding this decision, feel free to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]